	STATE (OF NORTH CAROLINA, DEPARTMENT OF ADMINISTRATION	
	DIVISION OF PURCHASE AND CONTRACT		
		116 West Jones Street, Raleigh, NC 27603-8002	
Term Contract	645A	Paper (Office Use) and Envelopes	
Effective Dates	February 1	, 2010 through January 31, 2013	
Bid Number	200901288	8	
Administrator Jim Westbrook			
Phone	(919) 807-	4522	
Fax (919) 807-4510			
E-Mail	Jim.westbr	rook@doa.nc.gov	
Last Updated	June 12, 2	012	

1. General Information

As a component of Executive Order # 156, we encourage environmental sustainability efforts that help develop markets for recyclable materials. State agencies shall procure and use environmentally preferable goods and services, including products made wholly or in part from recycled materials, whenever feasible and practicable. Agencies shall give consideration to environmentally preferable products that are more energy efficient, less toxic, less polluting, and which generate less waste overall.

2. Scope of Contract

The scope of this contract is limited to paper (office use) and envelopes for use by all State agencies, departments, institutions, community colleges (except those exempt by statute) and certain Non-State agencies.

3. Taxes

Prices or Discounts shown herein do not include any North Carolina sales or use taxes.

4. Abnormal Quantities

Any agency requirement that exceeds 8,000 reams (that's 800 cartons) or more and/or weighting a minimum of 42,000 lbs. must be forwarded to the Division of Purchase and Contract for processing. The Division, at its sole discretion, may process any such requirement in one of the following ways:

- 1. Purchase may be authorized at the current level of pricing with the current contract vendor(s)
- 2. Additional discounts from the current level of pricing may be negotiated with the current contract vendor(s)
- 3. A separate Invitation for Bids may be issued for the requirement

5. Minimum Orders

This contract will be for a minimum order of \$200.00 for any single order. Agencies are authorized to purchase from best available sources on orders less than this minimum order value. This provision shall not be used by an agency to circumvent the intent of the contract. If an agency elects to place an order for less than the minimum order value, then transportation charges will be prepaid and added to the invoice.

6. Placement of Orders

Orders will be placed throughout the contract period on an as-needed basis for the quantity required at the time, and will be issued directly to the respective contractor(s) or their designated suppliers. Contract changes, if any, over the life of the contract are implemented by contract addenda released by the Contract Administrator to the contractor. If the contractor is accepting orders and/or delivering through other parties, for example a manufacturer accepting orders and delivering through a dealer network or dealers receiving orders through a network of other dealers, then it is the responsibility of the contractor to apprise such parties of all such contract addenda.

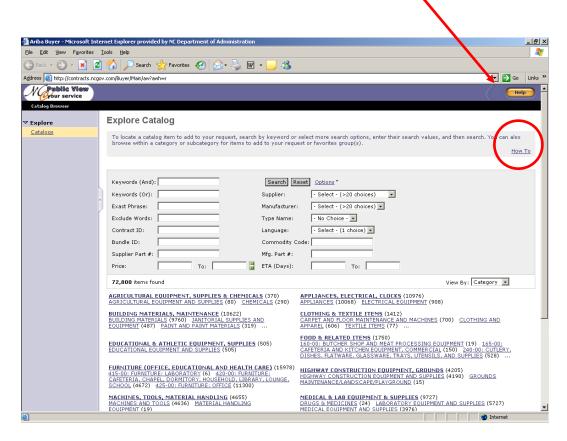
Order Placement Via E-Procurement (Catalog Items)

- a. Click on the following link: **E-Procurement Users**
- b. When placing an order in the e-procurement system, the very first thing to do is to go to the catalog tab and select options. After you have selected options, select contract ID. In the contract ID space type in the contract ID number, 645A.
- c. Please make sure the keywords space is blank and the contract ID is typed in the contract ID section.
- d. After selecting the contract ID and to narrow the search to a particular manufacturer select the manufacturer from the drop down
- e. When the item to be ordered has been located complete the requisition and issue the purchase order.

Non E-Procurement Users

The E-Procurement Public View will be the only place for Non E-Procurement Users to view the item/pricing information.

- a. Click on the following link: E-Procurement Public View
- b. For online assistance regarding item searching; click on the "Hew to" underlined link located near the upper-right hand corner.



7. Delivery

The contractor(s) will complete delivery within ten (10) consecutive calendar days after receipt of order. In the event the delivery is not received within the contract delivery period, the contractor may be held in default in accordance with paragraph 1, DEFAULT AND PERFORMANCE BOND in the North Carolina General Contract Terms and Conditions, and the state may procure the articles or services from other sources and hold the contractor responsible for excess cost occasioned thereby.

<u>Inside Delivery</u> is delivery to a specific room and/or floor (Example - third floor, office #381). **Please note on purchase order to vendo**r. If inside delivery is requested in lieu of dock delivery, the charges below will apply.

Note: Policy regarding inside delivery. The request for an inside delivery must appear on the purchase order. If the driver can't make a delivery because of an oversight in requesting "inside delivery" the following procedure would apply. If the vendor agrees, the state agency may have their purchaser/financial officer etc. issue a change order and authorization to accept the shipment including the inside delivery charge. A change order is required to show the inside delivery charge request.

CONTRACTOR	INSIDE DELIVERY CHARGE	DELIVERY
B. W. Wilson Paper Company, Inc.	\$2.50 Flat Rate Per Carton	10 Days
Envelope Product Group, Cenveo	\$3.20 Flat Rate Per Carton	10 Days
Mac Papers, Inc.	\$2.50 Flat Rate Per Carton	10 Days

Dock Delivery is when the vendor's truck or common carrier backs up to loading dock and off-loads on the dock only.

The awarded vendor is not required to deliver to any building with an upper floor without an elevator.

8. Transportation Charges

All goods shall be delivered FOB DESTINATION when the "order value" is **\$200.00** or more, when shipped to a single destination. Orders to a single destination that total less than this "order value" should be shipped prepaid, with transportation charges added to the invoice as a separate item. Transportation charges invoiced for orders equal to or more than this "order value" may be cause for removal of the contractor from the contact.

NOTE: If the contractor makes partial shipments of an order equal to or more than this "order value" to one destination, all shipments of the order shall be sent FOB DESTINATION with <u>NO</u> additional transportation charges added.

NOTE: All shipments should be inspected for damage immediately upon receipt.

9. Item Pricing Information

9.A. Dual Purpose Paper - Virgin Paper

Contractor	Description	Unit	Reams	Color (Supplier Part #)	Price Per Carton
Mac Paper	8-1/2" x 11" – 20#	Carton	10	White (1120HX)	\$28.89
Mac Paper	8-1/2" x 11" - 20#, 3 hole	Carton	10	White (11203X)	\$30.96
Mac Paper	8-1/2" x 14" – 20#	Carton	10	White (1420HX)	\$39.39
Mac Paper	11" x 17" – 20#	Carton	5	White (1117HX)	\$30.96

Manufacturer	Brand	Contractor	Туре
Domtar	Husky	Mac Paper	Quickcopy/Xerographic

9.B. Dual Purpose Paper – Recycled Paper (30% Recycled with 30% Post Consumer Content)

Contractor	Description	Unit	Reams	Color (Supplier Part #)	Price Per Carton
Mac Paper	8-1/2" x 11" – 20#	Carton	10	White (1120RH)	\$30.91
Mac Paper	8-1/2" x 11" - 20#, 3 hole	Carton	10	White (11203H)	\$33.00
Mac Paper	8-1/2" x 14" – 20#	Carton	10	White (1420RH)	\$41.98
Mac Paper	11" x 17" – 20#	Carton	5	White (1720RH)	\$33.00

Manufacturer	Brand	Contractor	Type
Domtar	Husky Recycled	Mac Paper	Xerographic

9.C. Bond Copy Paper, Recycled (50% PC Content/Non-Chlorine Bleached Paper)

Contractor	Description	Unit	Reams	Color (Supplier Part #)	Price Per Carton
B.W. Wilson	8-1/2" x 11" – 20#	Carton	10	White (055011)	\$43.33

Manufacturer	Brand	Contractor	Туре
Boise Paper	Aspen 50	B.W. Wilson	Dual Purpose/ Bond

9.D. Bond Copy Paper, Recycled (100% PC Content/Non-Chlorine Bleached Paper)

Contractor	Description	Unit	Reams	Color	(Supplier Part #)	Price Per Carton
B.W. Wilson	8-1/2" x 11" – 20#	Carton	10	Whit	e (054922)	\$48.45

Manufacturer	Brand	Contractor	Type
Boise Paper	Aspen 100	B.W. Wilson	Dual Purpose/ Bond

9.E. Dual Purpose Paper, Colors – Recycled Paper (30% Recycled with 30% Post Consumer Waste)

Contractor	Description	Unit	Ream s	Colors (Supplier Part #)	Price Per Carton
Mac Paper	8-1/2" x 11" – 20#	Carton	10	Blue (65043), Buff (65044), Cherry (65048), Cream (65049), Gold (65051), Gray (65052), Green (65053), Orchid (65055), Pink (65056), Salmon (65057), Tan (65058), Yellow (65045)	\$36.58
Mac Paper	8-1/2" x 11" – 20#, 3 hole	Carton	10	Blue (65059), Gold (65061), Green (65062), Pink (65064), Yellow (65060) Discontinued: Cream & Gray	\$39.56
Mac Paper	8-1/2" x 14" – 20#	Carton	10	Blue (63592), Cream (63598),Gold (63595), Green (63597), Orchid (63601), Pink (63602), Salmon (63603), Yellow (63594) Discontinued: Buff, Cherry, Gray & Tan	\$50.32
Mac Paper	11" x 17" – 20#	Carton	5	Blue (63604), Buff (63605), Cherry (63607), Cream (63608), Gold (63609), Gray (63611), Green (63614), Orchid (63619), Pink (63621), Salmon (63622), Tan (63624), Yellow (63606)	\$38.77

Manufacturer	Brand	Contractor	Туре
Domtar	Domtar Colors	Mac Paper	Dual Purpose

9.F. Offset Paper, Virgin, White

Contractor	Description	Reams	Weight	Color (Supplier Part #)	Price per Carton
Mac Paper	8-1/2" x 11	5,000	50#	White (065960)	\$28.89
-		Sheets/Carton			
Mac Paper	8-1/2" x 11"	5,000	60#	White (065950)	\$36.79
-		Sheets/Carton			
Mac Paper	8-1/2" x 11"	4,000	70#	White (065992)	\$34.32
-		Sheets/Carton		, , , ,	
Mac Paper	11" x 17"	2,500	50#	White (066000)	\$30.96
-		Sheets/Carton		, , , ,	
Mac Paper	11" x 17"	2,500 sheets/Carton	60#	White (065990)	\$39.42
Mac Paper	11" x 17"	2,000	70#	White (065993)	\$36.79
-		Sheets/Carton		, , , ,	
Mac Paper	23" x 35"	1,500	60#	White (012990)	\$91.65
•		Sheets/Carton			

Manufacturer Brand	Contractor	Type
--------------------	------------	------

Domtar	Husky, Virgin	Mac Paper	Offset	ı
Donita	i idoky, viigiii	mao i apoi	011000	

9.G. Offset Paper, Colors

Contractor	Description	Reams	Weight	Color (Supplier Part #)	Price Per Carton
Mac Paper	8-1/2" x 11"	5,000 Sheets/Carton	60#	Blue (67435), Cream (rd0291), Gray (rd0278), Green (rd0312), Ivory (rd0289), Pink (rd0281), Tan (67453), Yellow (rd0313) Discontinued: Natural	\$43.05
Mac Paper	8-1/2" x 11"	3,000 Sheets/Carton	70#	Cream (rd0297), Gray (67451), Green (rd0302), Ivory (rd0304), Yellow (rd0295) Discontinued: Blue, Natural, Pink & Tan	\$30.16
Mac Paper	11" x 17"	2,500 sheets/Carton	60#	Blue (67447), Cream (rd0290), Gray (67452), Green (rd0279), Ivory (rd0300), Pink (rd0282), Tan (rd0280), Yellow (rd0314) Discontinued: Natural	\$45.72

Manufacturer	Brand	Contractor	Туре
Domtar	Domtar Colors	Mac Paper	Offset

9.H. Envelopes, Recycled (80% Recycled with 30% Post Consumer Waste)

INSIDE DELIVERY (\$3.20 per carton)

White Wove, 24 lb., Plain, Unprinted, Gummed Flap, **Diagonal Seam, Throat 1-9/16"**, Open Side, 500/Box, 2,500/Carton,

Contractor	Description	Box/Carton	Supplier Part #	Price Per Carton
Envelope Product	#10 White Wove Regular	500/2,500	(010112)	\$35.34
Envelope Product	#10 White Wove Window	500/2,500	(010500)	\$41.28

White Wove, 24 lb., Plain, Unprinted, Gummed Flap, **Diagonal Seam with 2" Contour Flap**, Open Side, 500/Box, 2,500/Carton,

Contractor	Description	Box/Carton	Supplier Part #	Price Per Carton
Envelope Product	#10 White Wove Regular w/2" Contour Flap	500/2,500	(040116)	\$35.76
Envelope Product	#10 White Wove Window w/2" Contour Flap	500/2,500	(040408)	\$41.89

White Wove, 24 lb., Plain, Unprinted, Gummed Flap, **Side Seam with 1-3/8" Contour Flap**, (these envelopes should work on most inserters), Open Side, 500/Box, 2,500/Carton,

Contractor	Description	Box/Carton	Supplier Part #	Price Per Carton
Envelope Product	#10 White Wove Regular w/2" Contour Flap	500/2,500	(024118)	\$37.02
Envelope Product	#10 White Wove Window w/2" Contour Flap	500/2,500	(024318)	\$43.15

Manufacturer	Brand	Contractor	Туре
Envelope Product	White Wove	MeadWestvaco	#10

9.I. Envelopes, Brown Kraft Clasp and Catalog, Open End, Center Seam

INSIDE DELIVERIES (\$3.20 per case)

The 9" x 12", 10" 13" and 12" x 15-1/2" are Recycled (20% Recycled with 20% Post Consumer Waste). The other sizes are Virgin Stock.

28 Lb. Brown Kraf	28 Lb. Brown Kraft Metal Clasp Envelopes					
Contractor	Size	Description	Supplier Part#	Envelopes/Case	Price	
Envelope Product	6" x 9"	Kraft Clasp	(040655)	1,000	\$38.26	
Envelope Product	6-1/2" x 9-1/2"	Kraft Clasp	(040663)	1,000	\$38.26	
Envelope Product	7" x 10"	Kraft Clasp	(040668)	1,000	\$38.26	
Envelope Product	7-1/2" x 10-1/2"	Kraft Clasp	(040675)	1,000	\$42.84	
Envelope Product	9" x 12"	Kraft Clasp	(OCOR90)	500	\$28.31	
Envelope Product	9-1/2" x 12-1/2"	Kraft Clasp	(040693)	500	\$27.55	
Envelope Product	10" x 13"	Kraft Clasp	(OCOR97)	500	\$29.78	
Envelope Product	10" x 15"	Kraft Clasp	(040698)	500	\$32.00	
Envelope Product	11-1/2" x 14-1/2"	Kraft Clasp	(040705)	500	\$32.00	
Envelope Product	12" x 15-1/2"	Kraft Clasp	(OCOR10)	500	\$34.74	

28 Lb. Brown Kraft Catalog (No Clasp)					
Contractor	Size	Description	Supplier Part#	Envelopes/Case	Price
Envelope Product	6" x 9"	Kraft Catalog	(060856)	500	\$16.07
Envelope Product	9" x 12"	Kraft Catalog	(060823)	500	\$25.25
Envelope Product	10" x 13"	Kraft Catalog	(060832)	500	\$26.72
Envelope Product	12" x 15-1/2"	Kraft Catalog	(060847)	500	\$31.18

9.J. 25% Rag Bond, <u>Watermarked</u>, White, Recycled (30% Recycled with 30% Post Consumer Waste)

(Use for this paper is approved for <u>letterhead</u> only)

Contractor	Description	Carton	Supplier Part #	Price Per Carton
Mac Paper	8-1/2" x 11", 20#	4,000 Sheets/Carton	(69752)	\$55.20
Mac Paper	8-1/2" x 11", 24#	4,000 Sheets/Carton	(69749)	\$66.24

Manufacturer	Brand	Contractor	Туре
Neenah	Royal	Mac Paper	25% Rag Bond

9.K. Carbonless Sets, Virgin, Reverse Collated

(This paper is to be used on offset presses, not copiers)

Contractor	Description	Colors Per Set	Sets/Carton	Supplier Part #	Price Per Carton
B.W. Wilson	8-1/2" x 11", 2-Part	White and Canary	2,500	(36486)	\$56.02
B.W. Wilson	8-1/2" x 11", 3-Part	White, Canary, Pink	1,666	(36487)	\$63.13
B.W. Wilson	8-1/2" x 11", 4-Part	White, Canary, Pink, Goldenrod	1,250	(36488)	\$67.48
B.W. Wilson	8-1/2" X 11", 5-Part	White, Green, Canary, Pink, Goldenrod	1,000	(38071)	\$69.81

Manufacturer	Brand	Contractor	Туре
Nekoosa Coated	Uniform 20	B.W. Wilson	Carbonless Sets

9.L. Index Cards, White, Recycled (10% Recycled) - Colors, Virgin Stock

Contractor	Description	Sheets/Carton	Colors (Supplier Part #)	Price Per Carton
Mac Paper	8-1/2" x 11", 110#	2,000	White Only (63218)	\$38.12
Mac Paper	8-1/2" x 11", 110#	2,000	Buff (63206), Blue (63184),	¢44.46
			Canary (63189), Cherry (63213), Gray (63185), Green (63203), Ivory (63208), Salmon (63216)	\$41.16
Mac Paper	20.5" x 24.75" – 110#	500	White Only (71713)	\$51.90
Mac Paper	25.5" x 30.5" - 110#	500	White Only (71548)	\$79.29
Mac Paper	25.5" x 30.5" – 110#	500	Buff (72595), Blue (71593), Canary (72596) Discontinued: Cherry, Gray, Green, Ivory & Salmon	\$85.60

Manufacturer	Brand	Contractor	Туре
International Paper	Springhill	Mac Paper	Index Cards

10. Price Lists and Catalogs

The successful contractor must furnish descriptive literature to any agency within seven (7) consecutive days after request of the agency. Failure to comply with these requirements may subject the contractor to removal from the contract.

11. Contractors

All known minority, women and disabled owned businesses, as well as disabled business enterprises and nonprofit work centers for the blind and severely disabled, including dealers, will be identified with "Minority owned" "Woman owned", "Disabled Owned", "DBE" or "BSD" as appropriate after the vendor number. This is being done in an effort to recognize these businesses and to encourage and promote their use to the greatest extent permitted by law.

When more than one supplier is listed for a particular item, selection should be made, whenever possible, from any of the groups identified above, consistent with agency needs and price considerations.

Contractor Name	Address	City, State, Zip	Contact, Phone, Fax
B.W. Wilson Paper Company, Inc.	308 S. Anthony Street	Burlington, NC 27215	Jennifer Shaw
			336-226-3226
			336-226-3127
			jshaw@bwwilson.com
	1219-B Brightleaf Blvd	Smithfield, NC 27577	Angela Morrison
			919-861-5190
			919-861-5195
			amorrison@bwwilson.com
Envelope Product Group, Cenveo	785 Juniata River Road/Rte 866	Williamsburg, PA 16693	Dawn Swalga
			814-832-7264
			814-832-2790
			dawn.swalga@cenveo.com
			<u> </u>
Mac Papers, Inc.	3405 Page Road	Morrisville, NC 27560	Bill Davis
			919-484-0516
			919-484-0645
			bill.davis@macpapers.com
	130 Vista Blvd.	Arden, NC 28704	Kim Schwartz
	100 11014 2114	,,	828-684-5818
			828-684-0262
			kim.schwartz@macpapers.com
	8011 Thorndike Road	Greensboro, NC 27409	Stephen Epstein
	COTT THOMAIN TOUG	<u> </u>	336-605-9411
			336-605-9407
			stephen.epstein@macpapers.com
	1827 Scott Futrell Drive	Charlotte, NC 28266	Darrell Downs
	1027 OCOLL I GLIGH DIIVE	Chanotte, NO 20200	704-393-1776
			704-399-8135
			darrell.downs@macpapers.com
			darron.downs@macpapers.com

12. Warranty

The contractor guarantees items offered to be free from any and all defects in material, packaging, and workmanship and agrees to replace defective items promptly at no charge to the State, for a period of 12 months.

13. Substitutions

Substitutions are not permitted without prior approval of the Division of Purchase and Contract. Failure of the contractor to comply with this requirement may result in the removal of the contractor from the contract.

14. Contract Addenda

Addendu m	Effective Date	Description
1	February 23, 2010	Group 9.I. Envelopes, Brown Kraft, Clasp (change in envelopes/case and price) 6" x 9" (#040655), 6-1/2" x 9-1/2" (#040663), 7" x 10" (#040668) and 7-1/2" x 10-1/2" (#040675)
2	April 01, 2010	Two new envelopes, Side Seam, have been added to this contract under 9.H. Envelopes, Recycled
3	August 6, 2010	Price increase for B.W. Wilson Paper Company on the following items: 9.C. Bond Paper, Recycled, 50% PC Content, 9.D. Bond Paper, Recycled, 100% PC Content and 9.K. Carbonless Sets
4	August 6, 2010	Price increase for Mac Papers on the following items: 9.A. Dual Purpose Paper, Virgin Stock, 9.B. Dual Purpose Paper, Recycled Stock, 9.E. Dual Purpose Paper, Colors, Recycled Paper, 9.F. Offset Paper, Virgin, White (065960 and 066000 ONLY), 9.G. Offset Paper, Colors, Recycled, 9.J. 25% Rag Bond, Watermarked, White, Recycled and 9.L. Index Cards, White, Recycled
5	September 2, 2010	Price increase for Mac Papers for the remaining items listed under 9.F. Offset Paper, Virgin, White
6	January 21, 2011	Price increase for Mac Papers for 9.J. 25% Rag Bond and 9.L. Index Cards, White, Recycled
7	January 27, 2011	Price increase for B.W. Wilson Paper Company for 9.K. Carbonless Sets
8	March 31, 2011	MeadWestvaco (Envelope Section only) has been purchased by Envelope Product Group, Cenveo. This will effect only section 9H and 9I (Envelopes) of this contract.

	T	
9	April 29, 2011	Price increase for Mac Papers for 9.E. Dual Purpose Paper, Colors – Recycled Paper
10	July 1, 2011	Price increase for Mac Papers on the following items: 9.A. Dual Purpose Paper, Virgin Stock, 9.B. Dual Purpose Paper, Recycled Stock, 9.F. Offset Paper, Virgin, White (065960 and 066000 ONLY), and 9.G. Offset Paper, Colors, Recycled
11	July 13, 2011	Price increase for B.W. Wilson Paper Company on the following items: 9.C. Bond Paper, Recycled, 50% PC Content, 9.D. Bond Paper, Recycled, 100% PC Content and 9.K. Carbonless Sets
12	October 6, 2011	Added comment under heading on 9K. Carbonless Paper.
13	April 1, 2012	The following items for Mac Papers have changed: Group 9.J 25% Rag Bond Paper - The Wausau Paper has been purchased by Neenah Paper. The other "Wausau" paper on this contract was not purchased by Neenah Paper and has therefore, been substituted for the following brands: Group 9.E Recycled Colored Bond - Domtar Colors Group 9.G Colored Offset - Domtar Colors Group 9.L Recycled Index - International Paper (Springhill) The prices remain the same for all items. The Supplier Part #'s have changed (except Group 9.J.). The following items have been discontinued: Group 9.E 8-1/2" x 11", 20#, 3-hole (Cream 063772 & Gray 063432) Group 9.E 8-1/2" x 14", 20# (Buff 065080, Cherry 063560, Gray 063440, & Tan 063590 Group 9.G 8-1/2" x 11", 5,000 Sheets (Natural 060647) Group 9.G 8-1/2" x 11", 3,000 Sheets (Blue 61545, Natural 061527, Pink 061535 & Tan 061595) Group 9.G 11" x 17", 2,500 Sheets (Natural 061337) Group 9.L 25.5" x 30.5" (Cherry 072690, Gray 070050, Green 072580, Ivory 072660 & Salmon 072680)
4.4	May 24 2012	Price changes to Groups E & E
14 15	May 31, 2012 June 12, 2012	Price changes to Groups E & F Price changes to Group 9K
10	Julie 12, 2012	Frice changes to Group an